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MEMORANDUM FOR: Director of Communications

Director of Finance Director of Logistics

Director of Medical Services

Structor of Personnel Director of Security Director of Training

SUMECT :

: Orioting for the DDGI

- 1. This will confirm our telephone convergation transmitting Mr. Summerman's request that you prepare a brieflag for the DDCI which should he ready for presentation at any time from next Wednesday, 12 October. Mr. Bannerman is briefling Admiral Teylor on Vednasday, and he expects to cover the organization and functions of the DD/S Offices. Therefore, your briefing should be along the lines of the "how" your principal programs are carried out. The briefing should be of appreximately 45 minutes duration.
- 2. We will appreciate from you a brist outline of your proposed presentation by Monday afternoon or early Tuesday morning for Mr. Bannerman's was in finalizing his presentation. In turn, we will give you an outline of Mr. Bannerman's propostation for your similar use.
- 1. We do not know when you might he called for a briefing. We assume that Office heeds throughout the Agency will be called; therefore, it may be a week en awo before some of you are received on the list which will be submitted to the Deputy Director's office.

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Mr. Bannerman:

would like to know if the attached memo captures what you requested him to do.

Miriam 10/7

MEMORANDUM FOR: Director of Communications

Director of Finance Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

SUBJECT

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: Briefing for the DDCI

1. This will confirm our telephone conversation transmitting Mr. Bannerman's request that you prepare a briefing for the DDCI which should be ready for presentation at any time from next Wednesday, 12 October. Mr. Bannerman is briefing Admiral Taylor on Wednesday, and he expects to cover the organization and functions of the DD/S Offices. Therefore, your briefing should be along the lines of the "how" your principal programs are corried out. The briefing should be of approximately 45 minutes duration.

2. We will appreciate from you a outline of your briefing by Monday afternoon or early Tuesday morning for Mr. Bannerman's use in finalizing his In turn, we will give you an outline of Mr. Bannerman's esentation for your similar use.

3. We do not know when you might be called for a briefing. We assume that Office heads throughout the Agency will be called; therefore, it may be a week or two before some of you are reached on the list which will be submitted to the Deputy Director's office.

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Executive Officer to the Deputy Director for Support